

**STATE ASSESSORS BOARD MEETING**  
**Official Minutes of November 18, 2005**  
**Meeting held at Michigan Townships Association Building**  
**512 Westshire, Lansing, Michigan**

[www.michigan.gov/treasury/](http://www.michigan.gov/treasury/)  
Local Government  
State Assessors Board  
Executive Secretary's E-Mail Address – [peoplesj@michigan.gov](mailto:peoplesj@michigan.gov)  
State Assessors Board Phone Number – (517) 373-8320

**CALL TO ORDER:** The meeting was called to order at 9:30 a.m., November 18, 2005, in a Conference Room, at the Michigan Townships Association Building, located at 512 Westshire, Lansing, Michigan.

**ROLL CALL:**      Members Present:      Lisa A. Hobart, Vice Chairperson  
Robert L. Lupi, Member  
Raman A. Patel, Member  
Joan E. Peoples, Executive Secretary

Excused Absences:      Henry O. Allen, Chairperson  
Maxine J. McClelland, Member

Also Present:      Timothy LeClair, CMAE 3

**APPROVAL OF MINUTES:** Minutes of the previous meeting have been reviewed by each Board Member prior to the meeting. Motion by Patel to approve of the minutes of October 7, 2005, State Assessors Board meeting as amended. The motion was seconded by Lupi and unanimously approved.

**FINANCIAL REPORT:** A financial report dated August 31, 2005 with a balance of \$235,127.99, projected fiscal year income of \$350,000.00, projected fiscal year expenses of \$325,000.00, and projected fiscal year-end carry-over of \$176,200.00 was reviewed. Motion by Lupi to receive and file the financial report. The motion was seconded by Patel and unanimously approved.

**EDUCATIONAL PROGRAMS:**

- 1) Motion by Patel, seconded by Lupi, and unanimously approved to approve the following classes for assessor educational renewal credit:
  - a) Request for 6 hours of continuing education credit for an educational program titled Processing Land Division and Land Combination Requests offered at the Michigan Townships Association fall tour, in Grand Rapids on 11/1/05, in Marquette on 11/9/05, in Gaylord on 11/10/05, and in Flint on 12/1/05.

**EDUCATIONAL PROGRAMS (cont.):**

- b) Request for 6 hours of continuing education credit for an educational program titled Computaught 2005 National USPAP Update Course sponsored by Career WebSchool, an online course on 7/30/05.
  - c) Request for 6 hours of continuing education credit for an educational program titled Conservation Easements: Applications to DNR Land Conservation Objectives sponsored by the Department of Natural Resources on 3/30/05.
  - d) Request for 2 hours of continuing education credit for an educational program titled CE 2-Hour Law Update sponsored by Kaplan Real Estate Schools, an online course on 7/28/05.
  - e) Request for 4 hours of continuing education credit for an educational program titled Tough Residential Appraisal Assignments sponsored by the Appraisal Academy, an online course on 7/26/05.
  - f) Request for 6 hours of continuing education credit for an educational program titled MTT Procedures and New Policies sponsored by the Kent County Assessor Group in February 2006.
  - g) Request for 6 hours of continuing education credit for an educational program titled Equalization, New & Loss, Headlee Additions & Losses, Capped Calculation Additions & Losses sponsored by the Wayne County Association of Assessing Officers on 12/2/05.
  - h) Request for 3 hours of continuing education credit for an educational program titled REA 504 – Contemporary Issues in Condemnation and Appraisal sponsored by Oakland University on 2/3/06.
- 2) Motion by Patel to offer our Demonstration Narrative Appraisal Report Writing Workshops to the Michigan Assessors Association to be used in their annual schools. The programs would be amended by the instructors that taught the programs before being given to the Michigan Assessors Association for their use. The motion was seconded by Hobart and unanimously approved.

Discussion took place regarding grading of narrative appraisals by graders that did not submit a narrative appraisal to the State Assessors Board to acquire level 4 assessor certification.



**EDUCATIONAL PROGRAMS (cont.):**

- 3) Motion by Patel to receive and file the continuing education program evaluations. The motion was seconded by Lupi and unanimously approved.
- 4) Motion by Patel to approve the Grading Committee decision and the letter written for the subject property located at 23133 Schoenherr, Warren, Michigan. The motion was seconded by Lupi and unanimously approved.
- 5) Motion by Lupi to approve the Grading Committee decision and the letter written for the subject property located at 1637 Park Drive, Garfield Township, Grand Traverse County, Michigan. The motion was seconded by Patel and unanimously approved.
- 6) Motion by Patel to approve the Grading Committee decision and the letter written for the subject property located at 411 Roosevelt Avenue, Zeeland, Michigan. The motion was seconded by Lupi and unanimously approved.
- 7) Motion by Patel to approve the Grading Committee decision and the letter written for the subject property located at 13103 Merriman Road, Livonia, Michigan. The motion was seconded by Lupi and unanimously approved.
- 8) Motion by Patel to approve of a proposed committee to be named the Test Committee to review newly written examination questions for level 1, 2, and 3 certification examinations. The first committee meeting will be held at 2:00 p.m. following the December 9, 2005, State Assessors Board meeting. The motion was seconded by Lupi and unanimously approved.
- 9) Demonstration narrative appraisal report number 190 (2nd submission) that was previously reviewed and discussed at the October 7, 2005, State Assessors Board meeting was on the agenda for consideration. Motion by Patel to approve the narrative appraisal that received a passing grade by the narrative appraisal grader. The motion was seconded by Hobart and approved. Lupi wanted it noted; he did not vote in the affirmative or negative and that he wanted to leave the meeting.

**EDUCATIONAL PROGRAMS (cont.):**

- 10) A letter from Barry Simon agreeing to instruct a 2-day personal property program for the State Assessors Board was reviewed.
- 11) Motion by Patel to approve the suggested updates to the Requirements for Level 4 Certification packet. The motion was seconded by Hobart and unanimously approved.
- 12) Motion by Patel to approve the Grading Committee decision and the letter written for the subject property located at 1130-1132 Coolidge, Troy, Michigan. The motion was seconded by Lupi and unanimously approved.
- 13) Full credit was granted to Anita Brown, CMAE 3, for attending the Demonstration Narrative Appraisal Report Writing Workshops. Motion by Patel, seconded by Hobart, and unanimously approved.

**OLD BUSINESS:**

- 1) Correspondence received from the counties of Clinton, Leelanau, Mason, Montcalm, and Saginaw was reviewed. Motion by Patel that the counties of Mason and Saginaw have resolved the level 4 requirement deficiency. Clinton County has promised demonstration narrative appraisal report submission by January 31, 2006. Montcalm County has promised demonstration narrative appraisal report submission by December 31, 2006. Leelanau County has stated that they are in negotiations with a neighboring county to provide level 4 equalization services. The counties of Clinton, Leelanau, and Montcalm will be required to provide follow-up progress reports from the counties and quarterly review by the State Assessors Board to insure that the promised progress is being made. The motion was seconded by Lupi and unanimously approved.
- 2) Motion by Patel to approve the 2006 State Assessors Board Meeting Schedule as amended. The motion was seconded by Lupi and unanimously approved.

**NEW BUSINESS:**

- 1) A directive dated October 26, 2005, from the Treasury Department on a procedural change to the implementation of the Open Meetings Act (Public Act 267 of 1976) was reviewed.

**CERTIFICATIONS:**

Motion by Patel to approve changes to the certification roster, seconded by Lupi, and unanimously approved with the following amendments and additions:

**CERTIFICATION APPLICANTS  
NOVEMBER 3, 2005**

**LEVEL 1**

Converse, Danette M.	Ledergerber, Christine	Moe, Julie Hayes
DeLong, William S.	Maki, Deborah A.	Stirler, Bonnie W.
Huffman, Dennis H.	Metzger, John O.	Walch, Tia

**LEVEL 2**

Cain-Derouin, Julie A.	Jacob, Tiffany R.	Loose, Mellisa
Capra, Theresa A.	Lee, Benita	Marshall, Amanda B.
Cockrum, Robert D.	Little, Carol	

**LEVEL 3**

Adams, Holly Ann	Brousseau, Nathan	Shaw, Douglas M.
Berthiaume, Terri L.		

**CERTIFICATION TOTALS AS OF 11/03/2005:**

LEVEL 1	717
LEVEL 2	968
LEVEL 3	888
LEVEL 4	156
<b>TOTAL</b>	<b>2,729</b>

**REVOCATIONS:**

Timothy LeClair left the meeting.

Motion by Patel to go into closed meeting to discuss revocation petitions, motion seconded by Lupi, roll call vote: Hobart-yes, Lupi-yes, Patel-yes. Motion unanimously approved.

Motion by Patel to return to open meeting, motion seconded by Lupi, roll call vote: Hobart-yes, Lupi-yes, Patel-yes. Motion unanimously approved.



**REVOCATIONS (cont.):**

- 1) Motion by Patel to direct the assessor named in revocation petition 05-0001 to do the following:
  - a) Complete a land value analysis that includes the calculations used to determine land values, a separation of small parcels from large parcels, etc. and a separation of land values due to location.
  - b) Provide a plan to remove computer overrides.
  - c) Provide documentation of the formulas used for developing ECFs that includes a removal of land values.

The report must be completed showing how the directive will be accomplished for the 2006 assessment roll. The motion was seconded by Lupi and unanimously approved.

- 2) Motion by Lupi to schedule an informal revocation hearing in revocation petitions 05-0002 and 05-0003 and to invite the county equalization director and the State field investigator to attend the informal revocation hearing. The motion was seconded by Patel and unanimously approved.
- 3) Motion by Patel to confirm the dismissal of revocation petition 05-0012. Upon review of Petitioner's analysis of the allegations which are all about comparing other property valuations to Petitioner's property valuation. All matters of valuation are reviewed by the local Board of Review and the Michigan Tax Tribunal. The motion was seconded by Lupi and unanimously approved.
- 4) Motion by Lupi to dismiss revocation petition 05-0013 because the investigation did not show evidence of a violation of statute or rule pertaining to assessment practices. The motion was seconded by Patel and unanimously approved.
- 5) Motion by Patel to dismiss revocation petition 05-0014 because the allegation was proven to be false. The motion was seconded by Lupi and unanimously approved.
- 6) Motion by Patel to schedule an informal revocation hearing for revocation petition 05-0015 for the December 9, 2005, State Assessors Board meeting. The motion was seconded by Lupi and unanimously approved.

**ANNOUNCEMENTS:**

The next State Assessors Board meeting is scheduled for December 9, 2005, in Lansing, Michigan.

**ADJOURNMENT:**

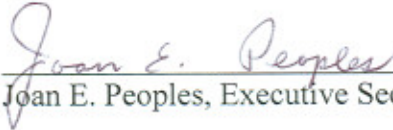
Motion by Patel and seconded by Hobart to dismiss the meeting at 10:30 a.m. The motion was unanimously approved.

Respectfully submitted,



---

Lisa A. Hobart, Vice Chairperson



---

Joan E. Peoples, Executive Secretary